

## **Getting Started: Access to WISEdash**

DPI requires application security to ensure compliance with all state and federal laws regarding pupil privacy and data security. DPI's security model is designed to allow districts and schools flexibility in assigning access based on the changing needs within their district, while promising that the data provided to DPI from school districts is being accessed only by users that districts have authorized. This gives your district control over your data while ensuring that pupil records are maintained in a secure and protected environment.

Application Security Manager (ASM) will be used to authorize access to WISEdash. ASM is an application that is familiar to districts as it is currently used to grant users access to several other DPI secure applications including MDAT, SAFE, the School Directory and the PTP. ASM utilizes the Wisconsin Access Management System (WAMS) for login ID and password management. WISEdash will also use a WAMS login ID and password.

To use ASM, your district must have a District Security Administrator (DSA) in place. The DSA is responsible for managing access to ASM in the district by assigning Application Administrators to manage the individual secure applications. Using ASM, it is the Application Administrator who then assigns users access to the individual secure applications.

### **STEP #1: District Security Administrator**

The district should verify that it has a DSA and that the DSA is current. For a list of current DSAs, please visit <https://apps2.dpi.wi.gov/ldsutil/admin/>. **If your district does not have a DSA, if the DSA is incorrect, or you have questions about ASM please submit a ticket through DPI's Online Helpdesk.** For more information regarding the assignment and responsibilities of the DSA, please visit [www.dpi.wi.gov/lds/securehomeinfo.html](http://www.dpi.wi.gov/lds/securehomeinfo.html).

### **STEP #2: WISEdash Application Administrator**

The DSA should work with appropriate staff in your district to identify the individual(s) who will be the WISEdash Application Administrator(s). For more information regarding the assignment and responsibilities of the Application Administrator, please visit [www.dpi.wi.gov/lds/securehomeinfo.html](http://www.dpi.wi.gov/lds/securehomeinfo.html). The DSA should notify the identified WISEdash Application Administrator(s) of their role and the responsibilities associated with that role. Using ASM, the district's DSA should assign the identified individual(s) to the WISEdash Application Administrator role. **The WISEdash Application Administrator must have a WAMS login ID and password.** If the WISEdash Application Administrator does not currently have a WAMS login ID and password, he/she must first register for one (<https://on.wisconsin.gov/WAMS/home>) before being assigned this role.

### **STEP #3: WISEdash Users**

The WISEdash Application Administrator identifies individuals who need access to WISEdash in order to access data and dashboards for analysis. This role may be filled by curriculum, instruction,

and assessment coordinators or their lead data and information systems staff. Using ASM, the WISEdash Application Administrator assigns roles to these users. The users must share their WAMS login with the WISEdash Application Administrator so the user can be assigned rights to WISEdash.

### **Getting Started: Usage**

Once users have access to WISEdash they can begin using it for analysis. At first it will be helpful to become familiar with the tool itself and the functionality.

A user guide and short tutorial is available here: <http://dpi.wi.gov/lds/dashhome.html>.

As stated above, the WISEdash Guided Analysis workgroup is working to create additional documentation to help users with understanding data results when viewing charts/graphs and selecting filters and interpreting these results to help inform actionable next steps. Their professional development tools are scheduled to be available later in the school year.

**Reminder: It is important to maintain strict data confidentiality.** WISEdash has the capacity for users with a legitimate educational need to view student-level data. Protecting student privacy is required by law and is the highest priority of the DPI. Resources regarding the protection of student privacy in Wisconsin are provided at <http://dpi.wi.gov/lbstat/dataprivacy.html>.